



4 FOOD PACKAGE/FI ISSUANCE

Effective: 3/1/98

4.33 Catch-up Food Instrument Issuance

Revised: 8/01/06

POLICY: Catch-up issuance may be used for the first food instrument (FI) issuance if the first-date-to-use (i.e., the certification date) is a significant number of days from the assigned next pick-up day.

BACKGROUND FOR REVISION: A participant must be given food benefits (except fully breastfed infants) on the day they were first determined eligible, e.g., certification. For future pick-ups, ROSIE uses the assigned “first-date-to-use” so the same calendar day will print on the food instrument (FIs), (e.g. the 10th of each month). Participants are also assigned a “pick-up day” to indicate what day of the month to come to the clinic to pick up FIs, (e.g. second Thursday). These days will likely be different from each other. Catch-up issuance may be used at the beginning of a certification period, typically for a pregnant woman or new baby joining the WIC family, or if the assigned pick-up day needs to be significantly different from the initial certification.

PROCEDURE:

A. CIRCUMSTANCES

1. A pregnant woman or new baby is enrolled and receives FIs at the beginning of the month; the rest of the family (or the preferred clinic) has an assigned first-date-to-use later in the month.
2. A pregnant woman or new baby is enrolled at the end of the month; the rest of the family (or the preferred clinic) has an assigned first-date-to-use at the beginning of the next month.
3. An individual is reactivated from the waiting list and the rest of the family (or the preferred clinic) has an assigned first-date-to-use significantly different from the first package issued.

B. TAILORING FOOD PACKAGES: Checks must be issued at the certification appointment, and the food package must be tailored by the CPA to provide benefits for the interim period not covered by a one month package. The Catch-Up Issuance Chart at the end of this policy indicates what FIs (e.g., first FI in the model package) should be printed for the partial package. Print for staff to use as a “cheat sheet”. The CPA has discretion to tailor the food packages differently, as appropriate.

1. The next first-date-to-use is scheduled within 1 to 7 days. Issue a full package as the first package of the certification period. The next package would be dated for approximately five weeks from then.



2. The next first-date-to-use is between **8 and 21** days. Issue a partial package at certification and a full package for each month until the next pick-up. Use the Catch-Up Issuance Chart as a guide.
3. The next first-date-to-use is more than **21** days from the certification appointment. Issue a full package as the first package of the certification period; the next package would be dated for the assigned first date to use, approximately three weeks from then.

C. PARTICIPATION COUNT AFFECTED by catch-up issuance.

A monthly participant count is based on the first-date-to-use on the FI, not necessarily the month for which the benefits were issued. For example:

1. The participant is enrolled at the end of January and given a pickup day early in February (within 7 days). The participant is issued a catch up package at certification in January. Although these are considered February benefits, the package will be counted in the January count because the first-date-to-use is a January date (the date of certification). It will not be included in the February count.
2. The participant is enrolled at the beginning of January and assigned a regular first-date-to-use 21 days or later in January. The participant would be issued two full packages in January but would be counted only one time in the participation count for January. See #3 above.

D. NUMBER OF PACKAGES

1. No more than a three (3) month supply of food instruments may be issued at one time, i.e. you cannot issue a catch-up package and the trimonthly issuances at one time (even if ROSIE will allow it). Catch-up issuance may have to occur at the initial certification and the participant return for the three full monthly packages.
2. ROSIE does not count the number of packages issued in a certification period, as DAISy did, (e.g. six packages). ROSIE will allow FIs to be printed, if the first-date-to-use is before the certification expiration date.



Cheat Sheet: Catch-Up Food Instrument Issuance

The following Guidelines for Catch-Up Food Instrument issuance are based on the issuance of Model food prescriptions. If the CPA tailors the prescription by adding or deleting FIs or moving food quantities from one FI to another, these guidelines may not apply.

calendar days until next First Date to Use:

1-7 days: Full package. **Issue ALL FIs.** Date the next package for approximately five weeks from then.

8- 21 days: Partial package. **Issue “orange” (shaded) FIs** as indicated in the chart below OR the CPA can further tailor to be just the appropriate amounts. Issue a partial “catch-up” package at certification and a full package for no more than the following 2 months.

22-30 days: Full package. **Issue ALL FIs.** Issue a full package as the first package of the certification period. Date the next package for approximately three weeks from then.

# FIs (in Model prescriptions)	FIs to issue:	1	2	3	4	5	6
3-FI milk package (pregnant, breastfeeding basic, postpartum, child)		1	2	3			
4-FI milk package with Enhanced check (tuna, etc.) (BF Excl)		1	2	3	4		
2-FI formula package (infants <5 mos) *		1	2				
3-FI formula package (2 checks formula/med nutr, 1 FI cereal and/or juice) (infant 5+ mos, woman/child with special needs) *		1	2	3			
1-FI cereal package (BF Infant 5+ mos no formula) *		1					
5-FI package (6 oz cans juice, canned beans/peas) (homeless postpartum & child)		1	2	3	4	5	
6-FI package (6 oz cans juice, canned beans/peas) (homeless pregnant & breastfeeding)		1	2	3	4	5	6

* See CPA when tailoring the quantity of formula or medical nutritional is needed and/or when breastfeeding support is needed.